

August 31, 2015

APPROVED

MEETING OF THE MONTGOMERY COUNTY BOARD OF ELECTIONS  
18753-210 North Frederick Avenue, Gaithersburg, Maryland

In Attendance:

Board Members:

James Shalleck, President  
Nahid Khozeimeh, Vice President  
Mary Ann Keeffe, Secretary  
David Naimon  
Jacqueline Phillips

Staff:

Margaret Jurgensen, Election Director  
Alysoun McLaughlin, Deputy Election Director  
Laletta Dorsey, Acting Voter Registration Manager  
Lisa Merino, Office Services Coordinator  
Marjorie Roher, Management and Budget Specialist III  
Janet Ross, Information Technology Manager  
Christine Rzeszut, Operations Manager  
Gilberto Zelaya, Outreach Coordinator

Counsel:

Kevin Karpinski

Guests:

Darrell Anderson  
Charles Barkley  
Cathy Drzyzgula  
Arthur Edmunds  
Lawanda Edwards  
Nancy Farrar  
Pat Fenati  
Adam Gogel  
Bruce Goldensohn  
Ann Hiugston  
Jennifer Hosey  
Wayne Johnson  
Cheryl Kagan

APPROVED  
Karen McManus  
Shane Rock  
Dolly Kildee  
Barbara Sanders  
Michael Subin

### **Convene the Board Meeting and Declare a Quorum Present**

Mr. Shalleck called the Board meeting to order and declared a quorum present at 2:30 p.m. Mr. Shalleck announced that Mrs. Rivera-Oven and Mr. Vincent were not able to attend the meeting.

Mr. Shalleck introduced Darrell Anderson, Chairman of the Democratic Central Committee, Delegate Charles Barkley, Senator Cheryl Kagan, Arthur Edmunds, Vice Chair of the Democratic Central Committee, Barbara Sanders, Liaison for the League of Women Voters, Nancy Farrar, Liaison for the Montgomery County Republican Central Committee, and Cathy Drzyzgula representing the City of Gaithersburg. Mr. Shalleck welcomed all attendees.

Mr. Shalleck announced that Ann Statland, wife of Sam Statland, former Montgomery County Board of Elections President, passed away. He stated that Ann Statland had worked as an election judge recruiter for the Board of Elections throughout several elections. He added that he has known Mr. Statland for several years and his condolences go out to Mr. Statland and his family.

Ms. Keeffe added that she has known the family for many years and is saddened with the news of Ann's passing. Ann was a lovely person and involved in many parts of Sam's work.

### **Approval of the July 27, 2015 Board Meeting Minutes**

Ms. Khozeimeh made a motion to accept the July 27, 2015, Board meeting minutes as amended. The motion was seconded by Ms. Keeffe and passed unanimously.

### **Additions/Changes to the Agenda**

No requests for changes or additions were made.

### **Public Comments**

Mr. Shalleck thanked all those attending the Board meeting, stating that the Board appreciates their participation.



Senator Kagan requested to address the Board in advance. Sen. Kagan thanked the Board for being provided the opportunity to give testimony. She stated that she would like to address two items. She noted that recently she sent a letter to Linda Lamone, State Board of Elections (SBE) Director, regarding a backup plan for the disapproval of the Public Works' funding of voter education (copy was provided to the Board). She stated that Ms. Lamone did respond to her concerns and has noted that they [SBE] are currently reviewing proposals submitted to further voter education. The letter notes that SBE and local boards are also moving forward with outreach and education.

Senator Kagan added that she would like to advocate for Early Voting sites in Rockville and Gaithersburg. She stated that the locations had the fourth and fifth largest voter turnouts with 12% at each location. Gaithersburg (Bohrer Park) is easily accessible from 355, I-270 and minutes from the ICC and there is sufficient parking available. Two challenges at the Gaithersburg site are overnight storage of electioneering literature and the additional signage needed on 355 to inform voters that it is an Early Voting site. The Rockville site is an important population center and voters are used to voting there. Parking is an issue – Senator Kagan has reached out to the Mayor, Council, and senior staff who are willing to address any concerns with parking. The Board thanked Senator Kagan.

Delegate Charles Barkley stated that Early Voting is great; it gives citizens an opportunity to express their choices. Del. Barkley stated that he is in favor of maintaining nine Early Voting (EV) sites in Montgomery County. He is an advocate for an EV site in Germantown and encourages a polling place in Wheaton. Although the Wheaton location is understandably costly, with the funding support now available from the County Council, it should be doable. He added that he had not been crazy over the years about the Damascus site, because he thinks it's too far up, but Clarksburg and Damascus have a growing population and so he would say that we probably need to keep that site, although it's one of the lower turnout sites, but for the growing population, he would like for the Board to maintain that site.

Patricia Fenati, (Incorporated as Attachment A) from the Republican Central Committee, noted that although there is signage directing voters to nearby Early Voting Centers, they are too wordy and not easily read while driving at the average speed. She suggests that less words and bigger signs be used to indicate the location of EV sites; she provided an example. Mrs. Fenati also requested that a copy of the Montgomery County voter rolls be made available to political parties at a cheaper price (new registered voters each month).

Shane Rock, CEO of Interfaith Works, a 43-year old organization that serves those in poverty and homelessness. Mr. Rock provided a poverty map of the county using the latest census information. Recognizing the obstacles that people facing poverty and homelessness face, he urged the Board to take into consideration where people live in the county who are struggling with low wages and difficulty in transportation, since they have the most difficulty getting to the polls. He hopes that the map helps the Board in its selection process.

## **Election Director Status Report** (Incorporated as Attachment B)

### **Personnel**

Ms. Jurgensen reported that interviews are taking place for the Office Services Coordinator in Voter Registration (bi-lingual position). The Voter Registration Manager position is currently being reviewed in the Office of Management and Budget for exemption from the hiring freeze. She added the Election Aide temporary positions have been posted for election judge recruiters and outreach positions.

### **Budget** (Incorporated as Attachment C and D)

Ms. Roher provided a spreadsheet detailing FY15 expenditures, through June 30, 2015, in advance. Ms. Keeffe noted that as of August 3, there is close to an \$88,000 surplus. Ms. Roher noted that not all charge backs have been received from the County print shop and mail room due to extensive mailings in late May and late June. She added that the budget is not expected to close out until mid-September.

Ms. Roher provided a spreadsheet detailing FY16 expenditures, through July 31, 2015.

### **Voter Registration**

Ms. Jurgensen noted that monthly statistics were posted for August.

### **State Board of Elections**

Ms. Jurgensen reported that the State Board of Elections met on August 27, 2015. She stated that SBE staff will be working with DoIT (State of Maryland Department of Information Technology) to reduce the scope of the consultant contract for a resubmission to the Board of Public Works. She noted that SBE has also encouraged LBEs to submit letters to reinstate funding. Ms. Jurgensen has requested a copy of SBE's letter to Public Works in preparation of BOE sending a letter.

Ms. Jurgensen stated that proposed regulations regarding Same Day Voter Registration have been adopted.

Ms. Jurgensen noted that SBE announced that the software fix is completed and has been approved by the Election Assistance Commission. The software is in the process of being reloaded onto the equipment. She added that staff has accepted delivery of 220 digital scanner units and 160 ballot marking devices.

Ms. Jurgensen stated that DoIT is managing the new voting system contract and will be assisting the State Board of Elections with contract compliance issues and implementation processes.



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## **Attorney Report**

Mr. Karpinski stated that the letter discussed at last month's meeting regarding Special Elections by Mail was sent to the SBE. The letter was in response to proposed COMAR regulation 33.21.04(C)(1),(2), regarding canvassing and tabulating vote by mail ballots in a special election, which provides that vote by mail ballots cannot be canvassed until the Thursday after the election.

Mr. Karpinski reported on the request made by the Board to send a letter to SBE and MVA regarding the creation and accuracy of MVAs "pre-qualified" list. He stated that SBE notified him that a response would be provided prior to the August 31 Board meeting and, as of today, there has been no response. Mr. Karpinski suggested that the Board prepare a formal letter echoing concerns previously stated. The Board agreed that Mr. Karpinski should prepare a draft letter this week for review. Ms. Phillips inquired how social security cross checks play a part in verifying citizenship and being on the "pre-qualified" list. Ms. Jurgensen stated that the regulations are not clear; however, staff will be attending training regarding same day voter registration on September 11.

Ms. Phillips spoke about her recent experience at the White Oak MVA, where they had identified her as an "alien" [non-citizen] in their system [her citizenship was verified and corrected prior to leaving MVA], confirming there are inaccuracies at MVA.

Ms. McLaughlin briefly reviewed the voter registration verification process the Board of Elections requires in order to vote a provisional ballot.

Ms. Phillips inquired how the Board can prevent non-citizens from registering and voting. Ms. Jurgensen responded that the best way is by prosecuting the ones that do vote. Mr. Karpinski stated that there is no way of knowing if a non-citizen has been registered. There have been instances where people have come forward stating that they [non-citizens] have been registered to vote without their consent. Because it is unclear what MVA's process is when verifying citizenship, and regulations are unclear, the Board agreed to prepare a letter. Mr. Karpinski will draft a formal letter this week and circulate to the Board for review.

## **Old Business**

### **Voting System Launch**

Ms. McLaughlin announced that the Voting System Launch will be held on September 22, 2015, at 11:00 a.m. at Riderwood - 3140 Gracefield Rd, Silver Spring, MD. The County Executives for Montgomery County and Prince George's County are scheduled to attend. A demonstration of the new equipment will be held. In honor of Voter Registration Day, outreach events will also be held across Montgomery County including Montgomery College - Rockville, TESST Center in Silver Spring, Praisner Community Center, and empowerment efforts at Metro stations (Shady Grove, Wheaton, Silver Spring, and Grosvenor). Mr. Naimon requested that elected officials that border both counties also be invited to the voting system launch. Mr. Shalleck stated that he hopes that all Board members are able to attend.

Mr. Zelaya noted that Future Vote ambassadors will be contacted for recruitment and empowerment efforts in mid-September and again in late fall.

### **Other Old Business**

Ms. McLaughlin reported on the MVA – SBE audit response to the Joint Audit Committee. A written timeline of Board discussions and communications regarding MVA issues was provided (incorporated as Attachment E). After review, the Board agreed that MVA still has remaining concerns that have gone unanswered. The Board suggested that a follow up letter be sent to MVA. Ms. Keeffe noted that there has also been no response to the inquiry Ms. Phillips made to SBE questioning if other counties have experienced similar issues with MVA. Ms. Keeffe asked that follow up also be made to the request for a summary page. Mr. Karpinski will work with Ms. Keeffe and prepare a letter to MVA detailing Ms. Phillips experience and a repeat request for a summary page for transactions at MVA. The Board thanked Ms. McLaughlin.

### **2016 Election Preparation**

#### **Early Voting Centers**

Ms. Keeffe previously had requested that staff visit Mid-County Regional Services Center. Ms. Rzeszut provided a short slide presentation of the Regional Center. The Board agreed that it is too small and decided that the center will not be able to be used.

In the interim, Ms. Jurgensen reminded the Board that there will be a Public Hearing on September 12 at the Executive Office Building Auditorium. The final day to receive written testimony is Wednesday, September 16, 2015. Early Voting sites will be finalized at the September 21 Board Meeting.

Ms. Jurgensen reported that staff has met with Wheaton Volunteer Rescue Squad and Bohrer Park for MOU discussions. Mr. Shalleck inquired whether the County Council has agreed to fund costs incurred if Wheaton Volunteer Rescue Squad is used as an Early Voting site as suggested in the letter from the County Executive and County Council (incorporated as attachment F). Ms. Jurgensen responded yes, according to the letter, the site will be funded. Mr. Shalleck inquired if there were any other locations proposed in Wheaton; Ms. Rzeszut responded not as of yet. She noted that Wheaton Volunteer Rescue Squad has identified additional costs that will be incurred outside of the rental fee previously discussed. Ms. Keeffe inquired if Mr. Subin had an update on obtaining the location at a reduced rate. Mr. Subin stated that Montgomery County has no authority over volunteer fire houses as they are considered private facilities.



## **New Voting System Update**

Ms. Jurgensen reviewed significant dates with the Board:

- Delivery of voting equipment began August 27.
- Same Day Voter Registration training begins September 11.
- Commence re-installing software to the voting system by September 3, 2015; SBE expects it will take 24 days to complete the project.
- Commence delivery of voting equipment and carts soon after completion of acceptance testing.
- Training on ES&S ElectionWare for Montgomery County will be September 17 through 18.
- Training for cart configuration will occur tomorrow in Howard County.
- EPB software upgrade testing will occur mid-September.
- Election Judge training materials will be finalized by September 2015.
- Train the Trainer will be November 16 through December 16.
- Filing deadline for candidates is February 3, 2016.
- Ballot proofing will be February 5, 2016.
- Overseas ballots mailed/e-mailed March 12, 2016.
- Early Voting April 14 through 21, 2016.
- Election Day April 26, 2016.

## **Mock Election**

Ms. Jurgensen reported that the mock election will occur October 19 through 23, 2015. Testing sites will be in Germantown and at the Board of Elections. Testing for voter interactive experience and time trials will occur at a later date.

## **New Business**

### **Warehouse Reconfiguration**

Ms. Roher stated that, as mentioned previously, additional space was obtained to store the new voting system. Lower level construction has been occurring for the past six weeks. The warehouse reconfiguration has been completed and she offered Board members a walk through after the Board meeting.

### **Committees**

It was announced that Ms. Keffe will join Mrs. Khozeimeh on the Budget Subcommittee. Mr. Shalleck reminded the Board that Mr. Vincent will chair the Outreach and Communication Subcommittee. Upon confirmation that only one member from the minority party may be on the subcommittee, Mr. Naimon suggested that Mrs. Rivera-Oven join the Outreach Communication Subcommittee, , especially given the importance of outreach to Spanish-speaking voters. Final appointees to committees will be determined at the September Board meeting.

## **Other New Business**

### **Voter Outreach**

Ms. Jurgensen reported that the SBE has permitted local Boards to develop handouts for public education events. Ms. Jurgensen provided a draft copy to the Board. She noted that the handout has been translated, proofed, and is ready for printing. Ms. Jurgensen hopes it will be ready for distribution for scheduled outreach events with Mr. Zelaya, as well as the new voting system launch. The Board reviewed the draft and suggested changes. Additional changes will be sent via email once the brochure is sent to the Board electronically.

Ms. Jurgensen reported that allocation of equipment has been finalized. She suggested that the Board send a letter to the SBE requesting additional equipment for the 2016 Election due to an inadequate amount to run the General election. A draft letter was presented to the Board for review. An additional 115 units are needed for high senior, bilingual, and voter turnout sites. She noted that Prince George's County will also be sending a letter to request additional equipment. The Board suggested the exact number of units be included in the letter to SBE.

### **Approval of Executive Session Minutes**

Ms. Khozeimeh made a motion to approve the July 27, 2015, Executive Session minutes. The motion was seconded by Ms. Keeffe and passed unanimously.

### **Future Meetings**

Mr. Shalleck suggested that there may be no need to have a December 21 Board meeting. The Board will discuss dates for future meetings once the entire Board is present.

- A. September 12, 2015 – Public Hearing
- B. September 21, 2015
- C. September 22, 2015 – New Voting System Launch 11:00 a.m. Riderwood, Silver Spring
- D. October 19, 2015
- E. November 16, 2015
- F. December 21, 2015 - tentative



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### Adjournment

Ms. Khozeimeh moved to adjourn the meeting. The motion was seconded by Ms. Keeffe and carried unanimously. The meeting adjourned at 4:53 p.m.

Respectfully Submitted,

  
Lisa Merino  
Office Services Coordinator

APPROVED BY THE BOARD:

  
Jim Shalleck  
President

There are two subjects on which I am addressing the board today:

1. Early voting signage:

In the 2014 Election Cycle, there were signs directing voters to nearby Early Voting Centers. However, the sign on Route 27 in Damascus was small, had a lot of verbiage and was positioned on a hill near a busy intersection.

The cars that drove past that sign were going quite fast and I do not believe that many drivers ever took note of that sign.

I suggest that the signs for each center be larger, be much simpler and have larger print. Perhaps a familiar logo, such as the VOTE logo on you website would help people to see the sign. .. I have attached an example.

2. Getting Montgomery County voter information to Political Parties:

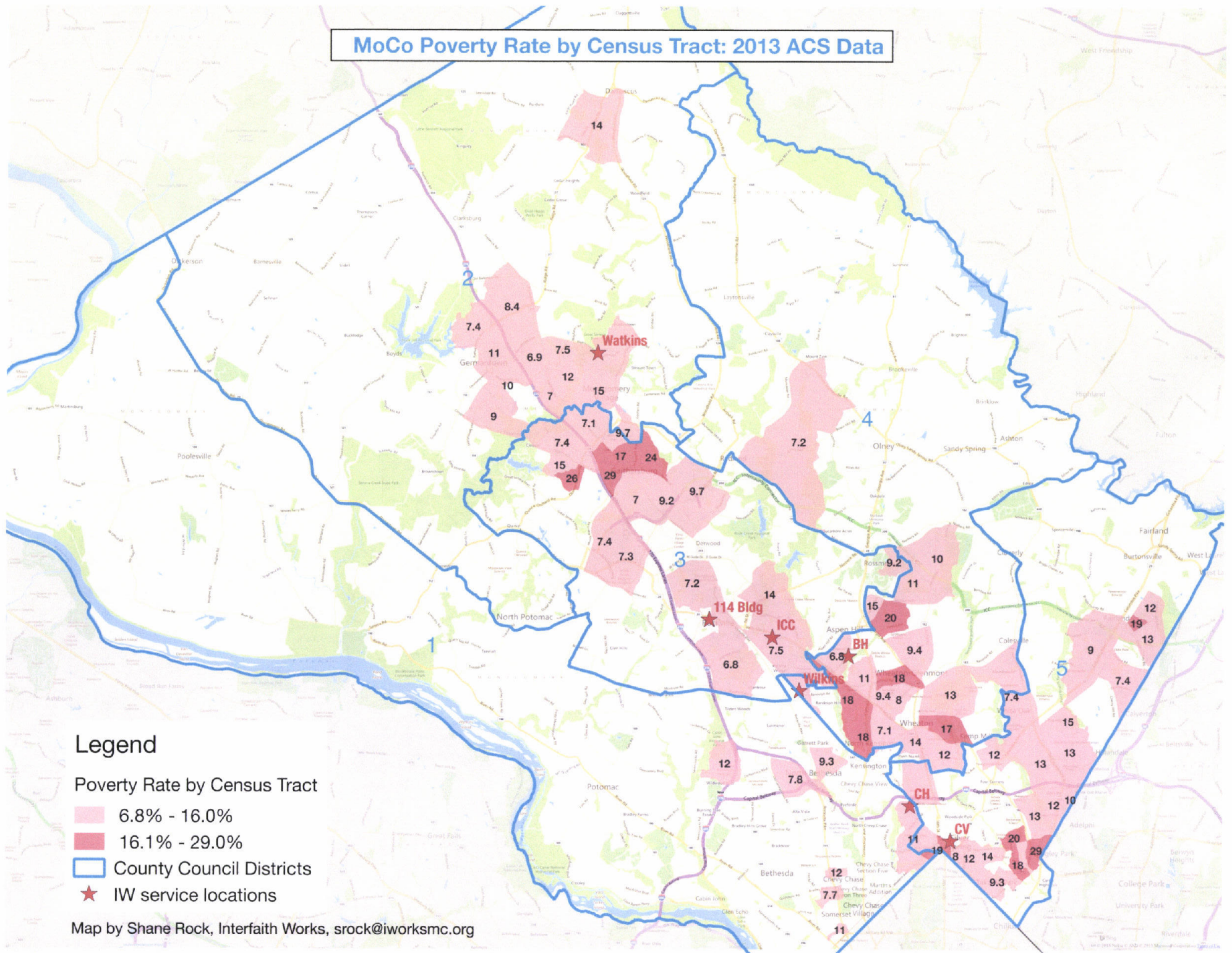
Until voter data was available electronically, the Montgomery County Board of Elections would print out the names of new voters monthly and make those list available to the Democrat and Republican Central Committees in the county. However, since the data has been available on CDs, the parties are required to pay \$80 for any month for which we get the data. That is \$960 each year in order to maintain up to date information.

It seems to me that there was much more cost and time required to print lists than to copy data on to a disk. I therefore request that a copy of the MC voter rolls be made available to the political parties who need the data.

Patricia A. Fenati  
fenati@verizon.net



# MoCo Poverty Rate by Census Tract: 2013 ACS Data



Montgomery County Board of Elections Director's Report  
August 31, 2015

Public Comment: One person is scheduled to speak before the Board.

**Director's Status Report**

A. Personnel

Polling place surveys are nearly complete and the expected deadline will be met for the completion of survey.

Equipment delivery has started and the required processing steps to accept the new equipment will start in September.

B. Budget

Ms. Roher provided spread sheets related to the budget in the advance packet.

C. Voter Registration

Monthly statistics are posted at the beginning of each month.

D. State Board of Elections

State Board of Elections (SBE) met on August 27, 2015. The Board directed the SBE staff to work with DOIT to reduce the scope of the Consultant contract for resubmission to the three members of the Board of Public Works. The State Board encourage the local boards of elections to send letters to re-instate the funding and will provide a copy of the letter to the local boards of elections upon completion.

The agenda presented to the State Board members the regulations for same day voter registration. The proposed regulations were adopted and available for comments. Kevin Karpinski is prepared to discuss this matter with the Board today.

State Board staff announced the software fix was completed and approved by the Election Assistance Commission. The software was provided to SBE and the process of reloading the equipment has started. Montgomery County has started to receive the equipment. We have accepted delivery of 220 digital scanner units and 160 ballot marking devices.

The State of Maryland Dept. of Information Technology (DoIT) is managing the New Voting System contract. The assistance of the agency is to aid the Board of Elections with implementation and contract issues as the project continues to roll out.



## **Board Attorney Report – Kevin Karpinski**

1. Same Day Voter Registration regulations
2. Special Election by Mail regulations

## **Old Business**

- A. Voting System Launch with County Executive Leggett and Baker (A. McLaughlin)
  1. September 22, 2015 at 11:00a.m. location is Riderwood Village at Town Center in the Celebration Room
- B. MVA-SBE audit response to Joint Audit Committee of the Legislature (A. McLaughlin)

## **2016 Election Preparations**

- A. Early Voting Centers
  1. Request of Ms. Keeffe for review of site:  
Mid-County Regional Service Center  
2424 Reddie Dr. , Wheaton MD
  2. Public hearing September 12, 2015 at Executive Office Bldg. Auditorium
  3. Final day to receive testimony is Monday, September 15, 2015
  4. September 21, 2016 Early Voting Center Recommendations
- B. New Voting System

SBE Staff and Election Directors Meeting on August 23 2015 regarding New Voting System

## *Significant dates*

- Delivery to Montgomery County began August 27<sup>th</sup>.
- Training to begin for Same Day Voter Registration Sept. 11 2015
- Testing of software fix completed
- Commence re-installing software to voting system Commence delivery of voting equipment and carts as quickly as possible upon completion of acceptance testing
- Training on ES&S ElectionWare for Montgomery County September 17-18
- Cart configuration exercises in Howard County (Scheduled)
- EPB software upgrade (testing Mid-September 2015)
- Election Judge Training materials to be finalized September 2015
- Train the Trainer begins November 16 thru December 16.

- Filing Deadline for candidates February 3, 2016
- Ballot proofing February 5 2016
- Overseas ballots mailed/e-mailed March 12 2016
- Early Voting April 14 – 21, 2015
- Election Day April 26 2016

#### **Mock Election – October 19 – 23**

- Montgomery Testing sites: Germantown & Board office
- October 19 start time
- Testing for voter interactive experiences and time trials will occur later.
- Review planning agenda and content of test
- Will schedule Lessons Learned

#### **Voter Outreach**

State Board will permit the Local Boards of Elections to develop handouts for public education events. It must be approved by the State Board staff prior to distribution. Draft of handout provided to SBE staff, edits made at their request. SBE staff requested to wait for their handout (expected delivery November 2015)

Bi-lingual ballot delivery expected the week of August 31 2015.

State Board staff discussed contract and development of handout materials at some point in the future.

#### **Electronic Pollbooks**

Montgomery County has sent pollbooks for repair.

#### **Express Vote Booth and ADA table**

The State Board has finalized the ExpressVote unit stand and ADA table. The contract will go forward to the Board of Public Works. DoIT is working with staff to finalize.

#### **Pilot Election**

City of Rockville will have their election using the new equipment at no cost to the City or the County. ES&S will perform the ballot programming not SBE.

#### **Equipment Allocation was finalized**

Requesting Board send another letter to request more equipment for the General Election of 2016. This equipment would be shared cost of 50/50.

**New Business**

- A. Warehouse reconfiguration
- B. Committee
- C. Other



**FY15 OPERATING BUDGET SPREADSHEET**  
**Through June 30, 2015 (As of August 3, 2015)**

LINE ITEM	FY15 APPROVED	FY15 YEAR TO DATE*
<b>PERSONNEL COSTS</b>	<b>3,694,533</b>	<b>3,589,690</b>
<b>5A001 - Salaries &amp; Wages</b>	<b>3,013,667</b>	<b>2,914,877</b>
50010 - Full Time Salaries	1,919,065	1,834,415
50012/50020 - Part Time Salaries/Seasonal Temps	648,960	712,981
60168 - Temporary Office Clerical (moved from OP for clarity)	201,329	111,816
<b>SUBTOTAL FOR TEMPORARY PERSONNEL</b>	<b>850,289</b>	<b>824,797</b>
50324 - Overtime (includes emergency, multi-lingual & holiday)	244,313	255,664
<b>5A002 - FICA</b>	<b>209,979</b>	<b>227,520</b>
<b>5A003 - Group Insurance</b>	<b>286,432</b>	<b>279,335</b>
<b>5A004 - Group Retirement</b>	<b>184,455</b>	<b>167,958</b>
<b>OPERATING EXPENSES</b>	<b>3,760,559</b>	<b>3,777,691</b>
<b>6A001 - Services and Contracts</b>	<b>1,305,634</b>	<b>1,279,965</b>
60060 - Legal/Attorney Services	100,000	91,588
60066 - SBE Program Management	485,370	485,370
60304 - Maintenance - Electrical	0	0
60314 - Maint - Computer Systems	25,000	27,424
60326 - Repair/Maint Agmts - Office Equip	11,000	12,916
60412 - Moving Services	25,000	24,700
60414 - Building Construction	0	4,327
60416 - Building Design	0	0
60530 - Other Professional Services - EJ Stipend	624,764	598,540
60532 - Other Non-Professional Services (includes EJ mod.)	34,500	35,099
<b>6A002 - Maintenance</b>	<b>115,233</b>	<b>115,233</b>
61010 - Computer Equip Repairs/Maint (EPB)	115,233	115,233
<b>6A003 - Rentals/Leases</b>	<b>1,306,165</b>	<b>1,305,898</b>
61902 - Furniture Rentals (Polling Place)	7,000	6,734
61904 - Copiers, Fax, Mailing Machine Rentals (see 63020)	0	0
61924 - Other Equipment Rentals (MDVoters)	864,766	864,766
61926 - Bldg or Space Rental/Leases (Pol. Place)	24,500	24,500
61932 - Other Rentals/Leases (DREs)	409,899	409,898
New Voting System (Optical Scan)	0	0
<b>6A004 - Office Supplies &amp; Equipment (&lt;\$5,000)</b>	<b>185,600</b>	<b>184,907</b>
62010 - General Office Supplies+	84,140	79,234
62016 - Computer Supplies	5,000	5,000
62018 - Computer Equip (<\$5,000)	28,000	28,000
62022 - Paper and Supplies for Copiers	0	4,184
62028 - Other Supplies & Equipment	68,460	68,488
<b>6A011 - Books, Videos, and Subscriptions</b>	<b>3,500</b>	<b>4,385</b>
62700 - Books/Reference Materials	2,500	2,452
62712 - Other Books, Videos, and Subscriptions	1,000	1,933
<b>6A012 - Other Supplies/Materials/Equipment</b>	<b>133,584</b>	<b>135,970</b>
62826 - Keys and Locks	0	2,385
62946 - Charges from SBE	133,584	133,584
<b>6A013 - Printing/Central Duplicating Services</b>	<b>172,115</b>	<b>174,408</b>
63016 - Imaging	35,380	6,533
63018 - Document Shredding	0	301
63020 - Office Mach. Cop. Leasing (see 61904)	11,760	17,506
63022 - Other Central Dup Svc - Printing (all printing costs)	124,975	150,068
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		



**FY15 OPERATING BUDGET SPREADSHEET**  
Through June 30, 2015 (As of August 3, 2015)

LINE ITEM	FY15 APPROVED	FY15 YEAR TO DATE*
<b>6A014 - Outside Printing</b>	<b>105,550</b>	<b>105,034</b>
63100 - Outside Printing/Copying	550	34
63104 - Sample Ballot Printing	105,000	105,000
<b>6A015 - Mail</b>	<b>138,361</b>	<b>139,843</b>
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	36,005
63202 - Central Dup - Postage - Individual (PO Box rental)	21,081	21,081
63206 - Inter-Office Mail/Pony Charge	750	2,756
63208 - Other - Mail (Sample Ballot Postage)	80,000	80,000
<b>6A016 - Outside Postage and Mail</b>	<b>38,000</b>	<b>85,568</b>
63300 - Outside Mail Services (VNCs and all other postage)	37,500	85,301
63304 - Other Outside Mail Services	500	266
<b>6A017 - Motor Pool</b>	<b>29,114</b>	<b>13,180</b>
63500 - Assigned Motor Pool Vehicles	25,614	5,414
63504 - Daily Rental Motor Pool	3,500	7,576
63506 - Other Motor Pool Charges	0	0
63508 - MP EZPASS Charges	0	190
<b>6A018 - Communications Services</b>	<b>150,399</b>	<b>180,267</b>
63600 - Local Telephone Service Charges	25,000	72,859
63604 - Cellular Phone Line Charges	6,800	2,454
63618 - Blackberry Charges (smart phones)	9,000	8,884
63624 - Communication Circuits	27,729	20,550
63626 - Communication Modems (SBE)	24,870	18,521
63634 - Other Communication Services (PP Phone Lines)	57,000	57,000
<b>6A020 - Charges from Others</b>	<b>26,148</b>	<b>54</b>
63810 - Charges for Facility Maintenance	26,148	54
<b>6A021 - Travel</b>	<b>13,996</b>	<b>21,159</b>
64010 - Metropolitan Area Travel	7,996	12,953
64012 - Non-Metropolitan Area Travel	6,000	8,206
<b>6A022 - Education, Tuition, and Training</b>	<b>10,125</b>	<b>8,455</b>
64100 - Local Conference Related	2,000	2,628
64120 - Other Education, Tuition, & Training	8,125	5,827
<b>6A023 - Dues/Memberships</b>	<b>2,000</b>	<b>2,559</b>
64200 - Professional Memberships (Individual)	2,000	2,559
<b>6A024 - Advertising</b>	<b>20,036</b>	<b>16,177</b>
64300 - Advertising - Jobs	0	0
64304 - Advertising - Marketing/Sales	20,036	16,177
<b>6A099 - Miscellaneous Operating Expenses</b>	<b>5,000</b>	<b>4,631</b>
69999 - Other Misc Operating Expenses	5,000	4,631
<b>DEPARTMENTAL TOTAL</b>	<b>7,455,093</b>	<b>7,367,381</b>
<b>Balance Remaining for Late Invoices/Charge Backs</b>		<b>87,712</b>
* Included prior year encumbrances		
+ Includes office supplies, polling place supplies, and office furniture		
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		



**FY16 OPERATING BUDGET SPREADSHEET**  
**Through July 31, 2015 (As of August 3, 2015)**

LINE ITEM	FY16 APPROVED	FY16 YEAR TO DATE*
<b>PERSONNEL COSTS</b>	<b>3,931,173</b>	<b>0</b>
<b>5A001 - Salaries &amp; Wages</b>	<b>3,232,438</b>	<b>0</b>
50010 - Full Time Salaries	2,126,098	0
50012/50020 - Part Time Salaries/Seasonal Temps	656,424	0
60168 - Temporary Office Clerical (moved from OP for clarity)	200,601	0
<b>SUBTOTAL FOR TEMPORARY PERSONNEL</b>	<b>857,025</b>	<b>0</b>
50324 - Overtime (includes emergency, multi-lingual & holiday)	249,315	0
<b>5A002 - FICA</b>	<b>218,646</b>	<b>0</b>
<b>5A003 - Group Insurance</b>	<b>305,315</b>	<b>0</b>
<b>5A004 - Group Retirement</b>	<b>174,774</b>	<b>0</b>
<b>OPERATING EXPENSES</b>	<b>2,625,178</b>	<b>4,701</b>
<b>6A001 - Services and Contracts</b>	<b>1,108,723</b>	<b>950</b>
60060 - Legal/Attorney Services	75,000	0
60066 - SBE Program Management	313,459	0
60304 - Maintenance - Electrical	0	0
60314 - Maint - Computer Systems	25,000	0
60326 - Repair/Maint Agmts - Office Equip	11,000	950
60412 - Moving Services	25,000	0
60414 - Building Construction	0	0
60530 - Other Professional Services - EJ Stipend	624,764	0
60532 - Other Non-Professional Services (includes EJ mod.)	34,500	0
<b>6A002 - Maintenance</b>	<b>150,000</b>	<b>0</b>
61010 - Computer Equip Repairs/Maint (EPB)	150,000	0
<b>6A003 - Rentals/Leases</b>	<b>531,500</b>	<b>280</b>
61902 - Furniture Rentals (Polling Place)	7,000	280
61924 - Other Equipment Rentals (MDVoters)	500,000	0
61926 - Bldg or Space Rental/Leases (Pol. Place)	24,500	0
61932 - Other Rentals/Leases (Voting System)	0	0
<b>6A004 - Office Supplies &amp; Equipment (&lt;\$5,000)</b>	<b>125,004</b>	<b>0</b>
62010 - General Office Supplies+	70,000	0
62016 - Computer Supplies	5,000	0
62018 - Computer Equip (<\$5,000)	28,000	0
62022 - Paper and Supplies for Copiers	0	0
62028 - Other Supplies & Equipment	22,004	0
<b>6A011 - Books, Videos, and Subscriptions</b>	<b>3,500</b>	<b>569</b>
62700 - Books/Reference Materials	2,500	0
62712 - Other Books, Videos, and Subscriptions	1,000	569
<b>6A012 - Other Supplies/Materials/Equipment</b>	<b>77,668</b>	<b>0</b>
62826 - Keys and Locks	0	0
62946 - Charges from SBE	77,668	0
<b>6A013 - Printing/Central Duplicating Services</b>	<b>169,336</b>	<b>738</b>
63016 - Imaging	35,380	0
63020 - Office Mach. Cop. Leasing	11,760	0
63022 - Other Central Dup Svc - Printing (all printing costs)	122,196	738
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		



**FY16 OPERATING BUDGET SPREADSHEET**  
Through July 31, 2015 (As of August 3, 2015)

LINE ITEM	FY16 APPROVED	FY16 YEAR TO DATE*
<b>6A014 - Outside Printing</b>	<b>100,550</b>	<b>0</b>
63100 - Outside Printing/Copying	550	0
63104 - Sample Ballot Printing	100,000	0
<b>6A015 - Mail</b>	<b>138,361</b>	<b>220</b>
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	0
63202 - Central Dup - Postage - Individual (PO Box rental)	21,081	220
63206 - Inter-Office Mail/Pony Charge	750	0
63208 - Other - Mail (Sample Ballot Postage)	80,000	0
<b>6A016 - Outside Postage and Mail</b>	<b>38,000</b>	<b>0</b>
63300 - Outside Mail Services (VNCs and all other postage)	37,500	0
63304 - Other Outside Mail Services	500	0
<b>6A017 - Motor Pool</b>	<b>10,832</b>	<b>0</b>
63500 - Assigned Motor Pool Vehicles	8,832	0
63504 - Daily Rental Motor Pool	2,000	0
63508 - MP EZPASS Charges		0
<b>6A018 - Communications Services</b>	<b>99,399</b>	<b>1,924</b>
63600 - Local Telephone Service Charges	50,000	0
63604 - Cellular Phone Line Charges	2,800	0
63618 - Blackberry Charges (smart phones)	9,000	732
63624 - Communication Circuits	15,729	1,135
63626 - Communication Modems (SBE)	4,870	58
63634 - Other Communication Services (PP Phone Lines)	17,000	0
<b>6A020 - Charges from Others</b>	<b>11,148</b>	<b>0</b>
63810 - Charges for Facility Maintenance	11,148	0
<b>6A021 - Travel</b>	<b>23,996</b>	<b>0</b>
64010 - Metropolitan Area Travel	17,996	0
64012 - Non-Metropolitan Area Travel	6,000	0
<b>6A022 - Education, Tuition, and Training</b>	<b>10,125</b>	<b>19</b>
64100 - Local Conference Related	2,000	0
64120 - Other Education, Tuition, & Training	8,125	19
<b>6A023 - Dues/Memberships</b>	<b>2,000</b>	<b>0</b>
64200 - Professional Memberships (Individual)	2,000	0
<b>6A024 - Advertising</b>	<b>20,036</b>	<b>0</b>
64300 - Advertising - Jobs	0	0
64304 - Advertising - Marketing/Sales	20,036	0
<b>6A099 - Miscellaneous Operating Expenses</b>	<b>5,000</b>	<b>0</b>
69999 - Other Misc Operating Expenses	5,000	0
<b>DEPARTMENTAL TOTAL</b>	<b>6,556,351</b>	<b>4,701</b>
* Included prior year encumbrances		
+ Includes office supplies, polling place supplies, and office furniture		
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		



### Timeline of Board Discussions/Communications About MVA Issues

**June 16, 2014:** Board discusses concerns about timely receipt and lack of individual-level tracking of paper voter registration forms from the Motor Vehicle Administration at its monthly Board meeting.

**July 7, 2014:** After hearing from voters who claim to have had their party affiliation changed at the Motor Vehicle Administration without notice or consent, Board votes to count provisional ballots from voters who were previously registered with the party that they attempted to vote in, but became ineligible only after a party change at the Motor Vehicle Administration. Staff reported that all voters were mailed the voter notification cards reflecting the political party status as required by law.

**July 21, 2014:** At its monthly meeting, Board members discussed a telephone survey of provisional voters.

**September 15, 2014:** Board discusses additional concerns regarding voter registration transactions originating at the Motor Vehicle Administration, including personal experiences with transactions not being completed properly, and staff-level meetings with Motor Vehicle Administration and State Board of Elections personnel. Board votes to seek an independent audit of the Motor Voter process and to pen a Letter to the Editor following up on coverage of the issue in the Gazette.

**November 4, 2014:** At its monthly meeting, Board members discussed a claim from a non-citizen permanent resident, relayed through a Board member, who stated that he had been registered to vote at the Motor Vehicle Administration without his consent.

**November 17, 2014:** Board members heard public testimony from several individuals concerned about the integrity of the voter registration process and the possibility of non-citizens being registered to vote.

**November 20, 2014:** Board sends a letter to the Joint Audit Committee of the Maryland General Assembly detailing complaints brought to the attention of the Board and requesting a comprehensive legislative audit of the policies and procedures for registering voters at the Motor Vehicle Administration.

**January 14, 2015:** Joint Audit Committee requests information from the Motor Vehicle Administration and State Board of Elections to determine whether a legislative audit is warranted.

**January 26, 2015:** Motor Vehicle Administration and State Board of Elections respond to the Joint Audit Committee with a letter addressing the concerns raised by the Montgomery County Board of Elections and describing improvements made.

**February 24, 2015:** Joint Audit Committee informs the Montgomery County Board of Elections that it has determined the steps SBE and MVA are taking will address the issues, indicating that it will follow up in six months to verify that revised procedures have been implemented and inaccuracies corrected.

**March 16, 2015:** Board reviews the point-by-point responses from the Motor Vehicle Administration and discusses remaining concerns. Board directs staff to respond to the Motor Vehicle Administration

expressing appreciation for the improvements made and detailing the remaining concerns. Board directs staff to respond to the Joint Audit Committee advising them of remaining concerns and requesting that the issues be considered as part of a regularly scheduled audit in August.

**April 16, 2015:** Board formally responds to the Motor Vehicle Administration and the Joint Audit Committee expressing appreciation for improvements and detailing remaining concerns (see below).

**May 26, 2015:** Motor Vehicle Administration responds to the Board's April 16 letter (see below).

**August 7, 2015:** Motor Vehicle Administration copies the Montgomery County Board of Elections on a response to the Joint Audit Committee reiterating its January 26 response to the Board's letter of November 20, 2014.



### Summary of April/May Correspondence on Remaining Concerns

Remaining Concerns Detailed in April 16 Letter	MVA Response Detailed in May 26 Letter	Comments
<b>(1) Concerns about non-citizens being registered to vote.</b>		
<p>Letter expresses appreciation to MVA for adding a yes/no "I am a U.S. Citizen" screen and for making the process voter-driven rather than allowing clerks to click through default responses.</p> <p>Letter urges attention in training to the possibility of a no response.</p>	<p>Response points out that the criterion for issuance of driver's licenses and identification cards is not citizenship, but lawful presence. Only customers with lawful permanent status are offered the choice to state or decline citizenship.</p>	<p>With the programming changes adopted in January, the customer should clearly be the one making this choice. Montgomery County staff have not received any reports of clerks bypassing this default.</p>
<b>(2) Discrepancies between electronic records and voters' claims about their transactions.</b>		
<p>Letter applauds the Motor Vehicle Administration for changing the programming of their system so the customer, not the agent, is making selections (unless an override is made "due to a disability etc.").</p> <p>Letter requests that the Electronic Voter Registration Application be modified to create a digital equivalent of the paper Certificate of Assistance, so the Board can tell whether a voter completed their own application.</p>	<p>Response states that information on overrides is retrievable by MVA personnel.</p> <p>Response states that MVA would be happy to work with the SBE to develop a process for validating voter registrations during provisional ballot counting.</p>	<p>The letter and response focused on identifying when the customer is making the choice and when the agent is doing so. This is an issue that Montgomery County staff can pursue with the SBE at a staff level.</p>
<b>(3) Voters reporting that they were not presented with voter registration information.</b>		
<p>Letter states that "unless we receive further reports of this issue, we will assume that the steps the Motor Vehicle Administration is taking will resolve this issue with in-person transactions."</p>	<p>N/A</p>	<p>Montgomery County staff have not received any reports of this problem since the programming change in January.</p>

Letter suggests that reports of voters not seeing the voter registration screen in online transactions may be a result of "timing out" and proposes a programming change.	Response reiterates initial fix for customers who select 'cancel' and states that the "MVA feels that the issue has been addressed and no further action is necessary."	Montgomery County staff have not received any reports of this problem since the programming change in January.
<b>(4) Hard copy voter registrations.</b>		
Letter requests making it possible to better investigate complaints from voters by tracking each individual form, rather than each batch, of paper voter registration forms received at the MVA (approximately 18 per day).	Response states that the MVA will continue to following existing direction from the SBE.	Motor Voter requirements only apply to driver's license transactions; paper forms continue to be available to customers visiting the MVA for other reasons. Forms are scanned on receipt at the Board of Elections, but if no form is received, there is no way to verify or rebut a voter's claim to have dropped off their paper form at the MVA.
<b>(5) Lack of a confirmation screen.</b>		
Letter requests a confirmation screen where the voter can review their information prior to swearing to it under penalty of perjury.	Response states that the customer can toggle back to previous screens if they wish.	Board members have previously indicated that this is a priority.
<b>(6) Persisting concern about mailing addresses.</b>		
Letter notes complaints about inaccurate mailing addresses and discusses circumstances where they appear to occur.	Response indicates that the MVA would review attachments and take any steps necessary to address issues.	Montgomery County personnel have not yet learned of the MVA's findings on these complaints. Issues may be related to different business practices between the MVA and the Board of Elections for use of the mailing address field.

**Specific complaints not listed in the chart above:**

**Record not being found:** Montgomery County Board of Elections staff have continued to receive reports, including those referred from Board members, of voters expressing concern that their record was not found at the MVA when they know they are registered to vote. In each case, Board staff was able to find the voter record, but it did not contain a driver's license number, indicating that it is not linked to an MVA record.

If the voter were to state "yes" at the MVA to the question about whether they wish to register, Board of Elections staff would receive their registration and match it to their existing record.

**Party changes:** It seems that the likeliest scenario for this to occur would be if the voter's record was not linked to the MVA, as above, and then someone – whether MVA personnel or the voter himself or herself – simply stated "yes" to the default choices when asked to register (including selecting "unaffiliated").

This would result in Board of Elections staff receiving a registration with the "unaffiliated" party choice, which would overwrite the previous party registration when matched to their record.

The Montgomery County staff have not received any reports of this problem since the programming change in January.